

## 3.2 PROCESS COLLECTION ID FILE

### Introduction

Collection ID files are used to identify which cases in a survey will be mailed, followed-up, or mailed correspondence. (See Section 3.1 for information on the creation and contents of a Collection ID file). Once a collection ID file has been created, it may be used to update other files in StEPS or used to create an ASCII file for producing mail labels. Specifically, you can:

- Create a label file for IDs contained in the Collection ID file.
- Update the Collection History file with collection code and collection date information.
- Update collection date and track information in the survey's Stat Period Control file.
- Print control information for the IDs contained in the Collection ID file.
- Create a selection set of the IDs contained in the Collection ID file.
- View the contents of various "collection-related" data sets, including the Collection ID file, Collection History file, Stat Period Control file, and Label file.

### Accessing the Screen

- Click on the COLLECTION ACTIVITIES button from the StEPS Main Menu.
- Click on the PROCESS COLLECTION ID button from the Collection Activities Menu to display the following:

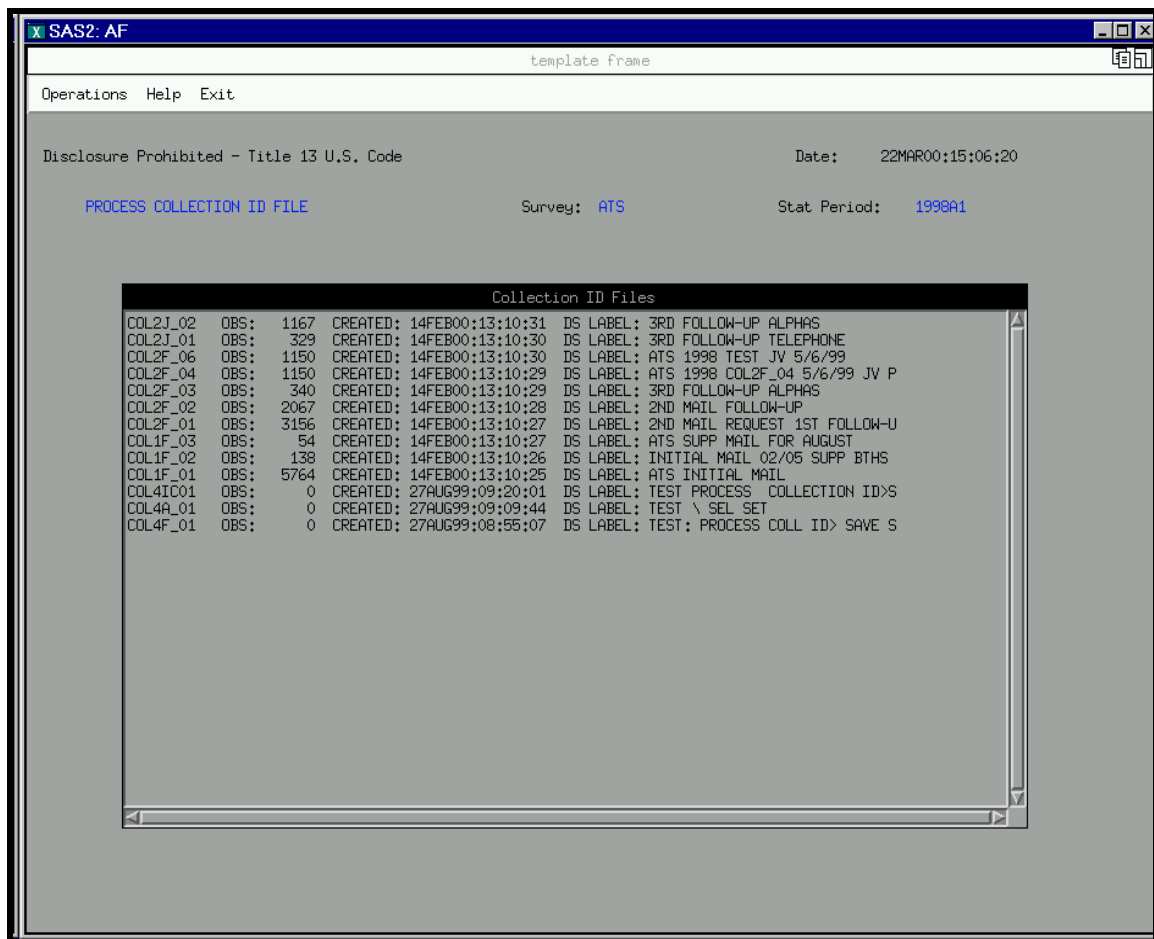


Figure 3.2 Process Collection ID File Screen

## Screen Features

The “Process Collection ID File” screen lists each of the Collection ID files (stored in DATA00.COLxxxxss) that currently exist for the stat period specified in the header. Information displayed for each file includes the following:

<u>Column</u>	<u>Description</u>
1	Name of the file: COLxxxxss  (where COL identifies the file as a collection ID file, ‘xxx’ indicates the collection code specified at the time the file was created, and ‘ss’ indicates the sequence number assigned at the time the file was created.)
2	Number of observations (IDs) in the Collection ID file.

- |   |   |
|---|---|
| 3 | Date and time that the Collection ID file was created or last updated.                          |
| 4 | Description of the Collection ID file (defined at the time the collection ID file was created.) |

To view or process one of these Collection ID files, select a collection file from the list and then click on the OPERATIONS p-menu to display the following options:

- View Data Sets\*
- Run Labels
- Append Collection History File
- Update Collection and Track Information
- Print Collection ID File
- Store Collection ID File as a Selection Set

\* NOTE: If you wish to “View Data Sets”, you are not required to select a Collection ID file first.

Each of these options is described in detail in the subsequent sections of this chapter.

### 3.2.1 VIEW DATA SETS

The “View Data Sets” option allows you to view the contents of any one of the following data sets for the survey currently being processed:

- Collection ID File            DATA00.COLxxxxs
  - Collection History File        DATALIB.COLHIST
  - Stat Period Control File       DATA00.C1yyyypp
  - Label File                    DATA00.labxxxxs
- To view the contents of one of these files:
  1. Click on the OPERATIONS p-menu.
  2. Click on the “View Data Sets” option to display a pick list of available data sets from which to choose.
  3. Click on the file you wish to view.
- The file contents will display in the “View Contents of Data Set” screen. Click on the right mouse button while positioned in the table to print the data set or to subset the file using a where clause.

### 3.2.2 RUN LABELS

Collection ID files can be used to create label files, which are used to produce mail labels for outgoing forms and correspondence. The label file is an ASCII file, which is stored in DATA00, with the name “labxxxxss”.

- To create an ASCII label file using the IDs contained in a Collection ID file:
  1. Select a Collection ID file in the “Process Collection ID File” screen.
  2. Click on the OPERATIONS p-menu.
  3. Click on the “Run Labels” option to display the following:

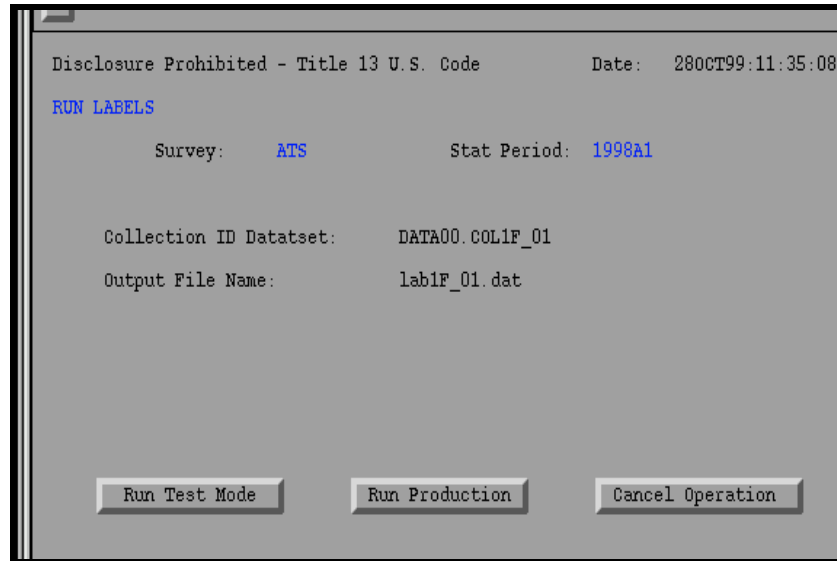


Figure 3.2.2 Create Label File Screen

- The collection ID data set specified in the previous screen will display in the “Collection ID Dataset” field.
- The output file name for the label file will automatically be assigned by the program and will display in the 2<sup>nd</sup> field. (In the above example, ‘lab’ indicates that the file is a label file, ‘1F\_’ is the collection code from the Collection ID file, and ‘01’ is the sequence number from the Collection ID file.)
- When running the label file for the 1<sup>st</sup> time, it is a good practice to run the program in test mode first. This will create a label file and store it in your user area, USERLIB.labxxxxss.
- Review the label file in your user area to verify that it is correct.
- Once you have verified that the file is correct, you can run it in production. Click on the “Run Production” button to create and store the file in DATA00.labxxxxss.
- A confirmation screen will display, listing the first and last mail group (if applicable) in the file, the total number of mail groups in the file, the first and last ID in the file, the total number of IDs in the file, and the total number of records in the ASCII file.

You will also be prompted to view the file. Click “Yes” to view; otherwise, click “No”.

- Once you (or the project manager) has approved the file, notify your production programmer.

The file will be placed in a special directory for NPC, where the file can then be extracted and used for printing the actual mail labels.

### 3.2.3 APPEND COLLECTION HISTORY FILE

The Collection History file contains the dates that various collection activities took place for an ID (e.g., initial mailout, follow-up, remail, correspondence, UAA's). This file allows users to track collection attempts, contact with respondents, granted extension dates, etc.

Once a Collection ID file has been created and the date of the collection activity known, the Collection History file must be updated with the collection date and collection code information. This information is appended to the existing Collection History file. In other words, new records with this information are added to the file, the existing records in the file are not overwritten.

To update the Collection History File:

1. Select a Collection ID file from the "Process Collection ID File" screen.
2. Click on the OPERATIONS p-menu.
3. Select the "Append Collection History File" option to display the following:

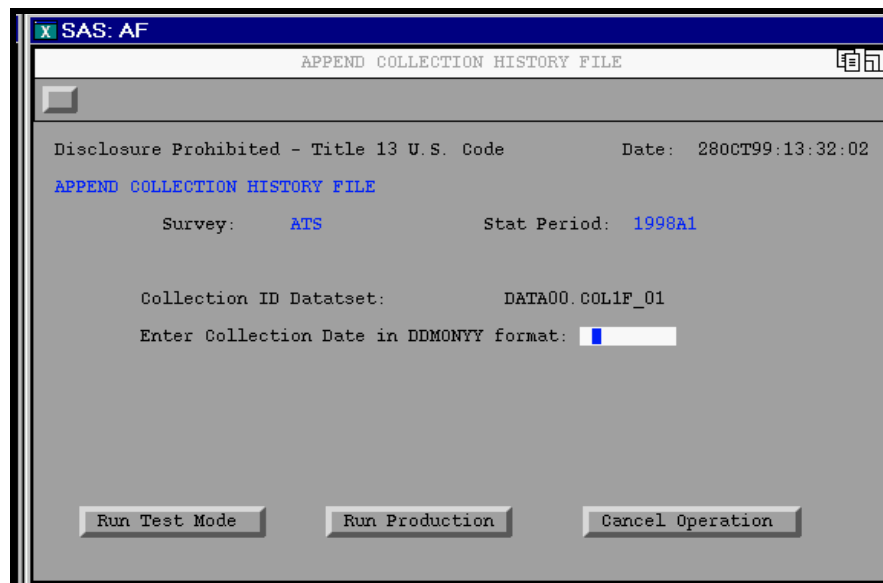


Figure 3.2.3 Update Collection History File Screen

- The Collection ID file specified in the previous screen will display in the "Collection ID Dataset" field.
- Enter the collection date in DDMONYY format, where 'DD' = day, 'MON' = month, and 'YY' = year. This is the date that the collection activity will actually take place. For example, if initial mailout is scheduled to occur on February 20, 1999, the collection date will be "20FEB99". This is the date that will be stored in the Collection History file.

The default for this field will be today's date.

- When updating the Collection History file, it is a good practice to run the program in test mode first. This will update a “copy” of the Collection History file and store it in a temporary work area for your review. Files run in test mode will be saved as WORK.COLHIST.
- Once you have reviewed the file and are satisfied that the information is correct, you can then run the program in production. Click on the “Run Production” button to update the actual Collection History file in DATALIB.COLHIST.
- A confirmation window will display, indicating the number of records in the Collection ID file that have been appended to the Collection History file. A revised count of the total number of records that now exist in the Collection History file will also be provided.

### **3.2.4 UPDATE COLLECTION AND TRACK INFORMATION**

There are several fields in the Stat Period Control file that must be updated whenever a collection operation takes place. These include the following:

COLDTE	Initial collection date (only updated if the collection code in the Collection ID file is “1F_”).
TRACK	Track identifier; identifies a process that has taken place (e.g., edit, initial mailout, follow-up, remail).
TRKDTE	Track date; date that the process activity (specified in the TRACK field) took place.

- To update these fields in the Stat Period Control file:
  1. Select a collection ID file from the “Process Collection ID” screen.
  2. Click on the OPERATIONS p-menu.
  3. Select the “Update Collection and Track Information” option to display the following:

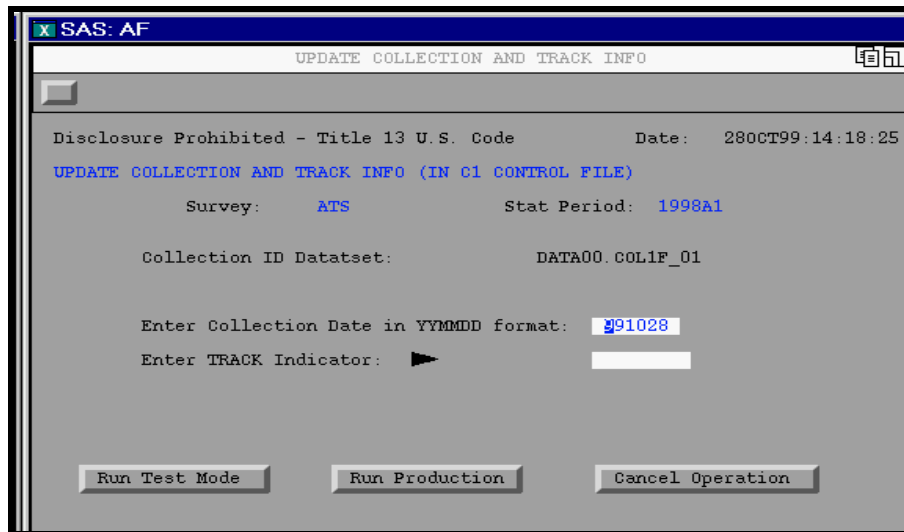


Figure 3.2.4 Update Stat Period Control File Screen

- Enter the collection date in YYMMDD format. This is the date that the collection activity is scheduled to actually take place. (The default for this field will be today's date.)
- Specify a track indicator. Track indicators are used to identify the most recent process that has taken place on an ID. Click on the arrow in the Track Indicator field to display a list of potential entries from which to choose:

EDIT  
FOLLUP1 - FOLLUP5 (follow-up)  
RECEIVD (received)  
SENT

- When updating the Stat Period Control file, it is a good practice to run the program in test mode first. This will update a "copy" of the Stat Period Control file and store it in a temporary work area for your review. Files run in test mode will be saved as WORK.C1yyyypp.
- Once you have reviewed the file and are satisfied that the updated information is correct, you can then run the program in production. Click on the "Run Production" button to update the actual Stat Period Control file in DATA00.C1yyyypp.
- A confirmation window will display, indicating that the Stat Period Control file has been updated. You will also be prompted to view the file. Click "Yes" to view; otherwise, click "No".

### 3.2.5 PRINT COLLECTION ID FILE

The “Print Collection ID File” option allows you to print listings containing IDs from a specified Collection ID file. These listings include select information from the both the Master and Stat Period Control files and may be used to facilitate telephone follow-up. To print a Collection ID file listing:

1. Select a Collection ID file from the “Process Collection ID” file screen.
2. Click on the OPERATIONS p-menu.
3. Select the “Print Collection ID File” option to display the following:

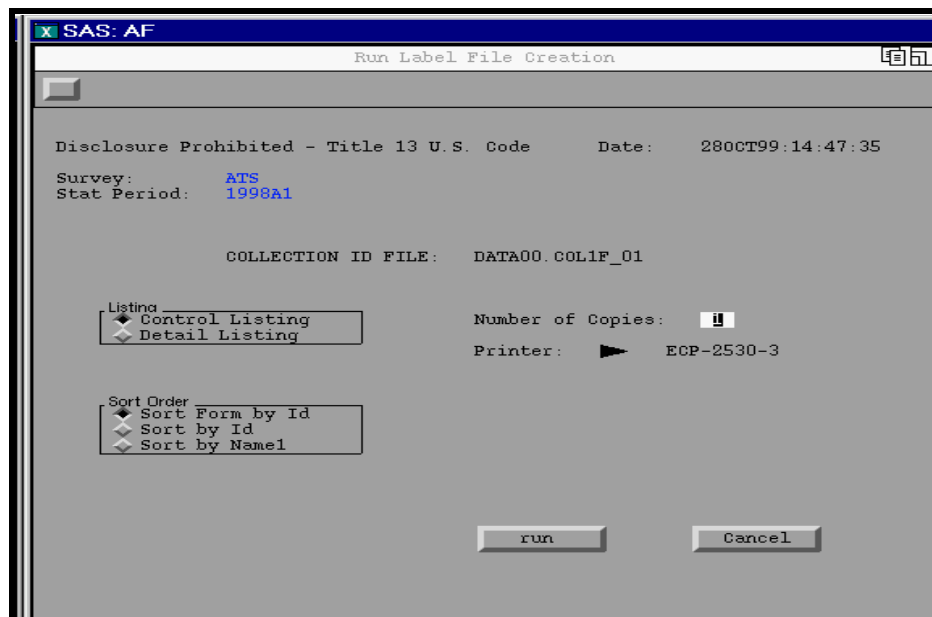


Figure 3.2.5 Print Collection ID File Screen

- Select the type (Control or Detail) of listing you want to print. Information provided in each of these listings includes the following: (See Chapter 4.6 for a complete description of each variable)

#### Control Listing

FORM	Form number sent to respondent
ID	ID number of respondent
NAME1	Name of respondent
ZIP	Zip code
SIC	Standard Industrial Classification Code
SICRCD	SIC recode
NAICS	North American Industry Classification System Code
PANEL	Panel
SMPCODE	Sample code
SPPROC	Special processing code



## **Detail Listing**

### **1<sup>st</sup> line:**

FORM	Form number sent to respondent
ID	ID number of respondent
MGPCDE	Mail Group code
COLDTE	Collection date
COLNUM	Collection number
COLTEC	Collection technology
CKNDTE	Check-in date
EXTDTE	Extension date
STATUS	Status of the reporting unit (active or inactive)
ACTION	Status action code
COVCDE	Coverage code
EFDTE	Effective date
REFIND	Refusal indicator
REFCAT	Refusal category
SIC	Standard Industrial Classification Code
SICRCD	SIC recode
NAICS	North American Industry Classification System Code
MUST	Must case
IMPIND	Importance indicator

### **2<sup>nd</sup> line**

NAME1	Name of respondent
CONTACT NAME	Contact
CONTACT PHONE	Phone number of contact
FAX NUMBER	Fax number
PREDID	Predecessor ID
SUCCID	Successor ID

- Select one of the following sort options. The sort option chosen will determine the order in which the data is displayed:
  1. FORM by ID
  2. ID
  3. NAME1
- Enter the number (1-9) of copies that you wish to output.
- Specify the printer destination. Click on the arrow to display a pick list of available printers from which to choose.
- After selecting the type of listing, sort option, number of copies, and printer destination, you are ready to run your listing. Click on the “RUN” button.
- Select the time that you want the listing to print, by clicking on one of the following options:

1. Now
2. Noon
3. 6:00 PM
4. 9:00 PM
5. Midnight

A confirmation message will display, indicating the time that the batch job will execute.

### 3.2.6 STORE COLLECTION ID FILE AS A SELECTION SET

Once you have created a Collection ID file, you may wish to save the IDs included in the file as a selection set. A selection set is a list of IDs that can be used in the Review and Correction module for review purposes. (See Chapter 4.1 for more information on selection sets.)

To create a selection set containing the IDs from the Collection ID file:

1. Select a Collection ID file from the “Process Collection ID File” screen.
2. Click on the OPERATIONS p-menu.
3. Select the “Save Collection ID File as a Selection Set” option to display the following:

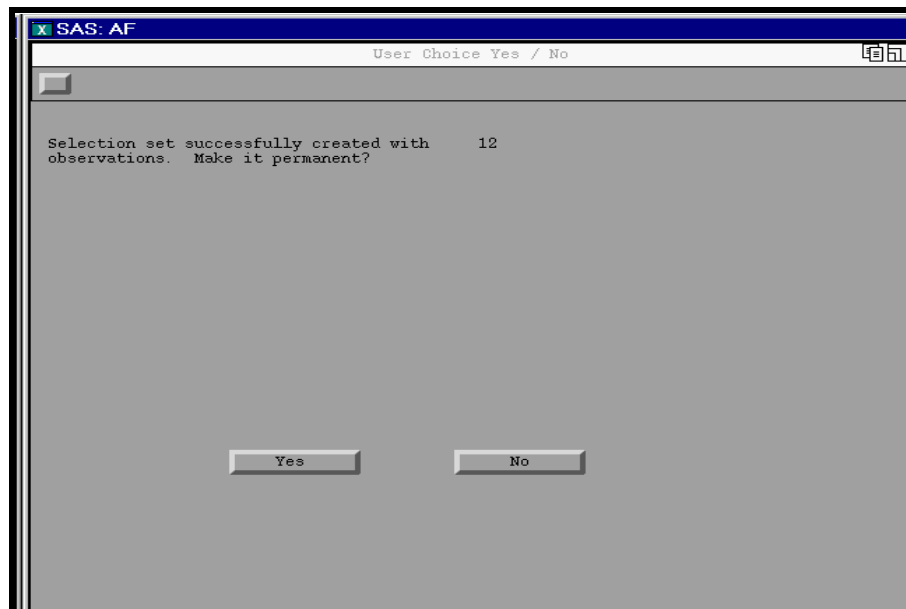


Figure 3.2.6a Save Selection Set

- When you create a selection set, it will be saved as a temporary data set, unless you choose to make it permanent. Temporary data sets are only active for the current session and will be deleted when you create or access a different selection set to process.

Click on “Yes” to save the selection set to a permanent file; otherwise, click “No”.

- If you choose to save the selection set, it will automatically be assigned a filename of SELSET1.....SELSET5 by the program. (You may only store up to 5 selection sets in StEPS. If you already have 5 selection sets and wish to save another, StEPS will prompt you to overwrite an existing one.) You will be prompted to enter a description for it.

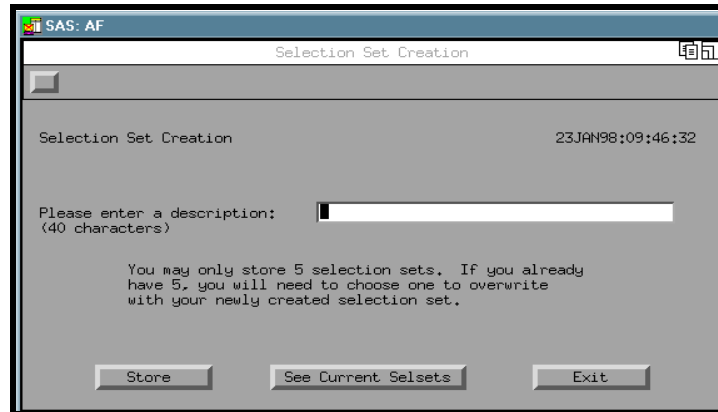


Figure 3.2.6b Selection Set Description Screen

1. Enter a description. Descriptions cannot exceed 40 characters.
2. Click on the “Store” button to save your selection set to a permanent file.

NOTE: To simply view a list of existing selection sets, click on the “See Current Selsets” button.

## P-Menus

### PROCESS COLLECTION ID FILE SCREEN

P-Menu	Options	Function
Operations	View Datasets  Run Labels Append Collection History File Update Collection and Track Info Print Collection ID File Store Collection ID File as Selection Set	View the contents of select data sets including Collection ID, Collection History, Stat Period Control, and Label file Create label file Update the Collection History file Update the Stat Period Control file Print the Collection ID file Save the Collection ID file as a selection set
HELP	Collection ID Help (F1)  WhoamI (F7)	Display HELP information on using the Process Collection ID screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen

### VIEW DATA SET SCREEN

P-Menu	Options	Function
UTILITIES	Top Bottom	Access first observation in data set Access last observation in data set
HELP	Data Set Browse Help (F1)  WhoamI (F7)	Display HELP information on using the View Data Set screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen